

RESOLUTION 2006.29

A RESOLUTION OF THE CITY OF TEMPE, ARIZONA, AMENDING THE CITY'S PERSONNEL RULES AND REGULATIONS RELATING TO THE VACATION ACCRUAL SCHEDULE, THE MAXIMUM VACATION ACCRUAL RATE, THE MINIMUM VACATION ACCRUAL RETAINED BY EMPLOYEES AFTER CASHING OUT ONE (1) WEEK OF VACATION, AND THE MAXIMUM VACATION ACCRUAL CARRY-OVER FOR REGULAR FULL-TIME AND FORTY-EIGHT (48) HOUR FIRE DEPARTMENT EMPLOYEES; REMOVES REFERENCES TO TOA POLICE DEPARTMENT EMPLOYEES COVERED UNDER THE TOA MOU AND REFERENCES TO FIFTY-SIX (56) HOUR FIRE DEPARTMENT EMPLOYEES COVERED UNDER THE FIRE MOU; DELETES TABLE I (VACATION LEAVE ACCRUAL CONVERSION FOR GENERAL, TOA (MOU) AND 48-HOUR & 56-HOUR FIRE EMPLOYEES); AND UPDATES THE SEPTEMBER 15, 2005, UNCLASSIFIED SERVICE ADMINISTRATIVE MEMORANDUM.

WHEREAS, the Tempe City Council has the authority to amend the City of Tempe Personnel Rules and Regulations at any time in accordance with Ordinance No. 88.54 and the Charter of the City of Tempe; and

WHEREAS, it is in the best interest of the City of Tempe to amend the City of Tempe Personnel Rules and Regulations;


NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, as follows:

That Rule 5, Section 502 (A) (1) and (3), and 502 (B) be amended to read as indicated in **Exhibit A**; that Table I, *Vacation Leave Accrual Conversion for General, TOA (MOU) and 48-Hour & 56-Hour Fire Employees* be deleted as indicated in **Exhibit B**; that the September 15, 2005, *Unclassified Service Administrative Memorandum* be amended as indicated in **Exhibit C** (filed with the City Clerk), and that any previous actions of the Council insofar as they may conflict with or be superseded by this resolution be amended or repealed.

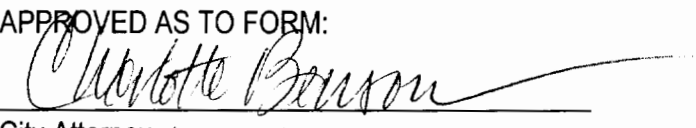
PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, this 20th day of July, 2006.

  
MAYOR

ATTEST:

  
City Clerk

APPROVED AS TO FORM:

  
City Attorney (Acting)

## **EXHIBIT A**

Note: New information is underlined. Deleted information is ~~struck out~~.

### **Rule 5, Section 502 (A) (1), (A) (2), and (B)**

#### **Section 502: Vacation**

##### **A. Accrual Schedule**

###### **1. Regular Full-Time Employees**

Regular, full-time employees accrue annual vacation leave as outlined below.  
(~~See Table I (separate document) for conversion rates for Fire department employees working fifty-six (56) hour work weeks and for separate accrual rates for Tempe Officer Association (TOA) employees.~~)

Years of Service	<u>General Employee Hour Conversion</u>	General Employee Hours Earned Monthly	General Employee Hours Earned Annually	<u>48-Hour FD Employee Hour Conversion</u>	48-Hour FD Employee Hours Earned Monthly	48-Hour FD Employee Hours Earned Annually
Up to 5 yrs	<u>1</u>	8- <u>9.33</u>	96 <u>112</u>	<u>1.2</u>	9.6 <u>11.2</u>	<u>115.2</u> <u>134.4</u>
5 - 9 yrs	<u>1</u>	<u>10</u> <u>11.33</u>	<u>120</u> <u>136</u>	<u>1.2</u>	<u>12</u> <u>13.6</u>	<u>144</u> <u>163.2</u>
10 – 14 yrs	<u>1</u>	<u>12</u> <u>13.33</u>	<u>144</u> <u>160</u>	<u>1.2</u>	<u>14.4</u> <u>16.0</u>	<u>172.8</u> <u>192</u>
15 - 19 yrs	<u>1</u>	<u>14.67</u>	<u>176</u>	<u>1.2</u>	<u>17.6</u>	<u>211.2</u>
20 + yrs	<u>1</u>	<u>16</u>	<u>192</u>	<u>1.2</u>	<u>19.2</u>	<u>230.4</u>

Note: The number of vacation hours required to take one (1) day as vacation will vary depending on the hours normally scheduled for the employee on the day requested (e.g., if an employee works a 9/80 schedule and takes one (1) vacation day on a day normally scheduled as a 10-hour work day, 10 hours of vacation must be used).

###### **2. Part-Time Employees**

Regular employees who work less than forty (40) hours per week but more than 1,040 hours a year receive prorated vacation credit.

###### **3. Maximum Accrual**

An employee may carry over a maximum of ~~three hundred (300)~~ four hundred fifty (450) hours of accrued vacation. ~~Fire department employees who work fifty-six (56) hour work weeks may carry over a maximum of four hundred twenty (420) hours.~~ Fire department employees who work forty-eight (48)-hour work weeks may carry over a maximum of ~~three hundred sixty (360)~~ five hundred forty (540) hours.

~~As of January 1, 2002, a~~ Any employee with an excess of ~~three hundred (300) hours, four hundred fifty (450) hours, or four hundred twenty (420) hours for Fire department employees working fifty-six (56) hour work weeks, or three hundred sixty (360) or five hundred forty (540) hours for Fire department employees working forty-eight (48)-hour work weeks,~~ shall have until the last pay date paid in December 2003 to reduce their excess hours to the maximum accrual limit. All ~~other~~ Employees shall not be allowed to carry over excess vacation hours from one calendar year to the next.

Excess vacation hours shall be used by the last pay date paid in December of each calendar year or the hours in excess of the maximum, up to forty (40) hours, shall be automatically cashed out in accordance with Rule 5, Section 502 (B). Hours in excess of the maximum, after a maximum of forty (40) hours has been cashed out, will be forfeited.

The City Manager may approve exceptions to this provision if it is in the best interest of the employee and the City to do so. Excess vacation hours carried over as a result of dire circumstances shall be used by April 1 of the current year.

#### **B. Cashing Out Excess Vacation**

The first pay date paid in January of each year, employees shall cash out up to one (1) week (forty (40) hours) for general employees ~~fifty-six (56) hours for Fire department employees working fifty-six (56) hour work weeks and (forty-eight (48) hours) for Fire department employees working forty-eight (48) hour work weeks~~ of accrued vacation if the following requirements are met:

After cashing out one (1) week (forty (40) hours) of vacation, the employee retains ~~three hundred (300)\* four hundred fifty (450) hours (Fire department employees working fifty-six (56) hour work weeks must retain four hundred twenty (420)\* hours and (Fire department employees working forty-eight (48) hour work weeks must retain three hundred sixty (360) five hundred forty (540) hours as of the last pay date paid in December; and~~

The employee has used a minimum of three (3) weeks (one hundred twenty hours) of vacation, ~~one hundred twenty (120) hours for general and law enforcement employees, one hundred sixty-eight (169) hours for Fire department employees working fifty-six hour work weeks, and one hundred forty-four (144) hours for Fire department employees working forty-eight (48) hour work weeks,~~ during the previous twelve (12) months. Vacation usage must occur between the first pay date paid and the last pay date paid in the current year.

## EXHIBIT B

Table I

### VACATION LEAVE ACCRUAL CONVERSION for General, TOA (MOU) and 48-Hour & 56-Hour Fire Employees

#### Up to 5 years

	General	TOA	FD 48 hrs	FD 56 hrs
Hour/conversion	1	1	1.2	1.4
Hours/month	8 9.33	8	9.6	11.2
Hours/year	96 112	96	115.2	134.4

#### 5 through 9 years

	General	TOA	FD 48 hrs	FD 56 hrs
Hour/conversion	1	1	1.2	1.4
Hours/month	10 11.33	10	12	14
Hours/year	120 136	120	144	168

#### 10 through 14 years

	General	TOA	FD 48 hrs	FD 56 hrs
Hour/conversion	1	1	1.2	1.4
Hours/month	12 13.33	12	14.4	16.8
Hours/year	144 160	144	172.8	201.6

#### 15 through 19 years

	General	TOA	FD 48 hrs	FD 56 hrs
Hour/conversion	1	1	1.2	1.4
Hours/month	14.67	16.67	17.6	20.54
Hours/year	176	200	211.2	246.4

#### 20+ years

	General	TOA	FD 48 hrs	FD 56 hrs
Hour/conversion	1	1	1.2	1.4
Hours/month	16	18	19.2	22.4
Hours/year	192	216	230.4	268.8

Note: The number of vacation hours required to take a day as vacation will vary depending on the hours normally scheduled for the employee on the day requested (e.g. If an employee works a 4/10 schedule and takes a vacation day on a day normally scheduled as a 10 hour working day, 10 hours of vacation must be used.)

## EXHIBIT C

City of Tempe  
P. O. Box 5002  
Tempe, AZ 85280  
[www.tempe.gov](http://www.tempe.gov)



### Human Resources Administration

Date: June 26, 2006

Subject: Unclassified Service

Effective Date: June 12, 2003

Revised Date: July 20, 2006

In accordance with the Tempe Personnel Rules and Regulations, the following staff positions (as determined by the City Manager) are unclassified, at-will positions:

#### City Attorney & City Clerk

Deputy City Attorney  
City Prosecutor

#### City Court

Court Manager  
Deputy Court Managers

#### City Manager's Office

Assistant City Manager  
Executive Assistant to Mgr/Mayor I/II

#### Community Development

Community Development Manager  
Deputy Community Development Managers

#### Community Relations

Community Relations Manager  
Communication and Media Relations Director  
Executive Assistant to Mgr/Mayor I/II  
Government Relations Director  
Mayoral/City Council Aide I/II  
Mayor's Chief of Staff  
Neighborhood Program Director

#### Community Services

Community Services Manager  
Deputy Community Services Managers

## EXHIBIT C

### Development Services

Development Services Manager  
Deputy Development Services Managers

### Diversity

Diversity Manager

### Financial Services

Financial Services Manager  
Deputy Financial Services Managers

### Fire

Fire Chief  
Assistant Fire Chiefs  
~~Fire Marshal~~

### Human Resources

Human Resources Manager  
Deputy Human Resources Manager

### Information Technology

Information Technology Manager  
Deputy Information Technology Managers

### Internal Audit

Internal Audit Manager

### Parks & Recreation

Parks & Recreation Manager  
Deputy Parks & Recreation Managers

### Police

Police Chief  
Assistant Police Chiefs  
Commanders  
Police Legal Advisor  
Fiscal/Research Administrator

### Public Works

Public Works Manager  
Deputy Public Works Managers  
Facility Maintenance Director  
LRT Project Manager  
Fleet Director

### Water Utilities

Water Utilities Manager  
Deputy Water Utilities Manager

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
**Valerie Hernandez, Human Resources Manager**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
**Will Manley, City Manager**